State of Kansas
Department of Administration
Division of Accounts and Reports
TM-96 (Rev. 05-99)

STARS SECURITY SIGN-ON REQUEST

Requested by: _____   Agency Name: _____   Telephone No: _____

Authorized by: _____   Title: _____   Date: _____

FUNCTION: ____   AGENCY NO.: __ __ __   EMPL. NAME __ __ __ __ __ __ __ __ __ __ __ __ __

A = Add
C = Change
D = Delete

A & R USE

OPER. ID.   OP CL

OPERATOR CLASS REQUESTED:

__ __ __   __ __

__ __ __   __ __

DA-118 ENCUMBRANCES (19) ☐

VOUCHER ENTRY (21) ☐   FINANCIAL PLANS (25) ☐   ERROR CORRECTION (39) ☐

VOUCHER ENTRY (23) ☐   PRE-ENCUMBRANCES (24) ☐   OTHER: _____ ( ) ☐   PASSWORD __ __ __

ACCOUNTING TRANSACTIONS ___	**0** = Inquiry Only; **1** = Data Entry and Inquiry; **"Blank"** = No Access
SECURITY DIVISION ___ ___	**Division Number** - if division established in STARS and restriction desired
APPROVAL LEVEL ___	**1-9** with 5 the highest agency level
PRINTER ID ___ ___ ___ ___	Four-digit voucher Printer ID
DAY INDICATOR ___	**W** = Weekday; **E** = Weekend; **A** = All Days
WORK HOUR RANGE _____	Example: 0001 - 2400 would be unrestricted work hours
REPORT REQUEST TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
REPORT DISTRIBUTION TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
BUDGET UNIT TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
DESCRIPTOR TABLES ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
INDEX CODE TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
PROGRAM COST ACCOUNT TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
GRANT CONTROL TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
PROJECT CONTROL TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
TRANSACTION CODE DECISION TABLE ___	**0** = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
VENDOR EDIT TABLE ___	**0** = Inquiry Only; **1** = Add Vendors and Inquiry; **"Blank"** = No Access
ON-LINE FINANCIAL INQUIRY ___	**A** = Inquiry Only; **"Blank"** = No Access
WARRANT INQUIRY / MAINTENANCE ___	**1** = Inquiry Only; **2** = Update and Inquiry (Central Use Only); **"Blank"** or **0** = No Access
RELEASE FLAG ___	**1** if approved for the Delegated Audit Program; otherwise blank